



Fall 2018 ADD/DROP

Student ID Number T		Date
Name Enrolled Under (Last, First, Middle, Other)	Do you receive financial aid (loans, grants, scholarships)? <input type="checkbox"/> Yes* <input type="checkbox"/> No	*Financial Aid representative signature

Dropping ALL of your courses? Do not complete this form; contact the Office of the Registrar to begin the total withdrawal process.

Dates below are for full-term classes: August 22 – December 11, 2018.

- Last day 100% refund - tuition/fees: **August 28**
- Last day to add/change sections : **August 28**
- Last day to drop with course(s) not reflected on transcript: **September 6**
- Last day 80% reduction/tuition: **September 6**
- Last day to drop with a "W" or change to audit: **November 26**

For condensed class dates visit Registrar's Office website http://www.atu.edu/registrar/condensed_courses.php.

***WARNING: DROPPING A COURSE MAY RESULT IN LOSS OF YOUR FINANCIAL AID or VETERAN BENEFITS**

- SCHOLARSHIPS** - Academic scholarships require completion of at least 15 hours. Requirements for private scholarships vary in required number of hours.
 - LOANS** - Requirements vary based on policy.
 - GRANTS** - Requirements vary in conjunction with the amount of grant you receive.
- For questions concerning scholarships, grants and loans, please contact the Financial Aid Office: Brown Hall, Suite 206 or call 479-968-0399.
- VETERANS BENEFITS** - Dropping below full-time may affect benefits; please contact Veteran Services: Brown Hall, Suite 346 or call 479-968-0445.

DROPPING [†]					ADDING				Course OVR Approval	
CRN	Course Prefix	Course Number	Section No.	*Did you attend?	CRN	Course Prefix	Course Number	Section No.	Closed Class	Pre/Co-Req
				Yes / No						
				Yes / No						
				Yes / No						
				Yes / No						
				Yes / No						
				Yes / No						

Undergraduates: class load of more than 18 hours requires Dean's signature.
Graduate Students: class load of more than 12 hours requires signatures of Program Director and Dean of Graduate College.

TOTAL HOURS ENROLLED AFTER CHANGE

Comments:

Advisor's Signature: _____

Student's Signature: _____

*A \$10.00 Fee will be charged to your student account, except for changes made for the convenience of the university.

Office Use Only	TSAAREV
<input type="checkbox"/>	Course Change Fee- F031
<input type="checkbox"/>	Late Registration Fee- F033
<input type="checkbox"/>	\$10 Fee Waived per _____

***WARNING: ADDING A COURSE MAY RESULT IN ADDITIONAL TUITION AND FEES!**

Student ID Number	Name Enrolled Under (Last, First, Middle, Other)
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Do you feel ATU could have done more to meet your needs? If so please tell us how:

Please tell us why you wish to drop. Please select all that apply.

Academic Issues

- Another course or section better fits my schedule
- Changing major
- Changing minor
- Classes too large
- Could not understand the instructor or course materials
- Course not required for major
- Inadequate academic support services
- Insufficient high school preparation
- Lack of academic challenge
- Lack of progress in the course(s)
- Need to re-enroll in class(es) next semester
- Need to re-enroll in class(es) with different instructor
- Quality of instruction did not meet expectations
- Reduce course load
- Wanted class(es) face to face
- Wanted class(es) online

Financial Issues

- Change in family financial circumstances
- Didn't have enough money to continue
- Financial aid was not sufficient
- Increases in tuition and fees
- Incurred too much debt
- Needed course for financial aid eligibility
- Scholarship/grant was not renewed

Family Issues

- Family illness/responsibility
- Homesick
- Wanted to be closer to family and friends

Housing and Travel Issues

- Commute too long
- Moved out of the area

Personal and Transition Issues

- Distracted by social life
- Felt class climate unwelcoming
- Felt out of place in class
- Impact of natural disaster
- Inadequate study skills or lack of academic success
- Military obligations
- Personal health
- Personal emergency
- Unmotivated for this course(s) or tired of school
- Working too many hours